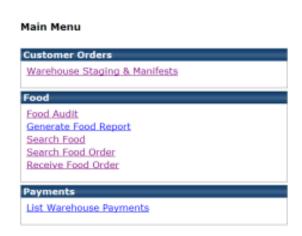
Request Food Inventory Adjustment



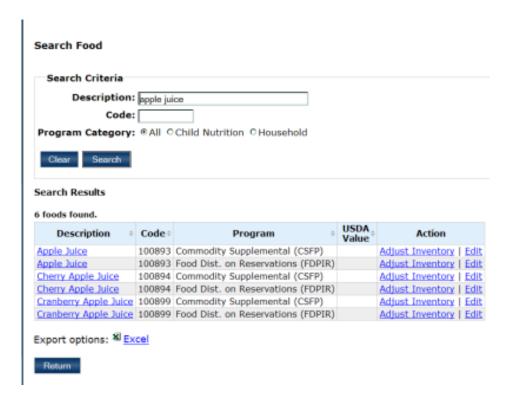
Enter the NDFoods System



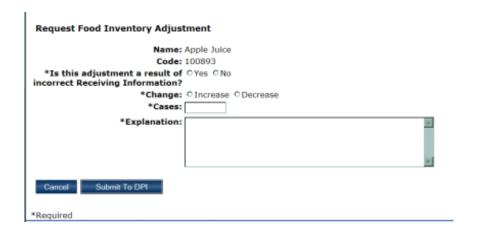
Click on "Search Food"



Enter a description and or code to find the food. The user can also select a program category; All, Child Nutrition or Household. Click "Search".



Click on "Adjust Inventory" for the food and program to be adjusted.



The user is required to choose yes or no to determine if the adjustment is a result of incorrect receiving information. Select either Increase or Decrease and enter in the number of cases. The user must also enter an explanation in the space provided. Click "Submit to DPI".

Once the requested has been reviewed by DPI, it will either be approved or denied.